

**SUFFOLK COUNTY
ONE-STOP EMPLOYMENT CENTER**

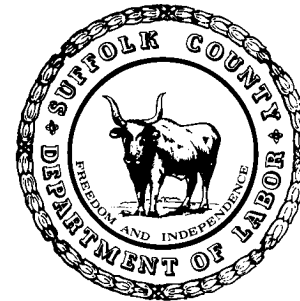
**SUFFOLK COUNTY
ONE-STOP EMPLOYMENT CENTER**



<http://www.suffolkcountyny.gov>
sc.dol@suffolkcountyny.gov



**JOB SEEKER'S
HANDBOOK**



STEVE LEVY
COUNTY EXECUTIVE

ROBERT W. DOW, JR.
COMMISSIONER

RITA A. DISTEFANO
WORKFORCE INVESTMENT BOARD CHAIR

SUFFOLK COUNTY WORKFORCE INVESTMENT BOARD

The Suffolk County Workforce Investment Board approves and implements employment and training programs and guides the operation of the Suffolk County One-Stop Employment Center for the benefit of area residents.

Each year, these programs help more than 10,000 Suffolk residents.

Rita A. DiStefano, Chair, PALL RAI Manufacturing
James DiLiberto, Vice Chair, Island Drafting & Technical Institute
Robert W. Dow, Jr., Vice Chair, Suffolk County Department of Labor

James Ainslie
SC Department Eco. Dev.

Vincent Frigeria
Keyspan Corporation

Ronald Radford
CEM

Adam Avrick
Design Distributors, Inc.

George Gatta, Jr.
S. C. Community College

John B. Rayne
Commercial Driver Training

Les Black
Brentwood School District

Ingo Gloeckner
VESID

Holly Rhodes-Teague
S. C. Office for the Aging

Roland R. Bogar
Roland R. Bogar Fin. Ser.

Gerald J. Kapalko
Point Staff, Inc.

Nilsa Rodriguez
Rural Opportunities, Inc.

A.J. Caro
Arrow Security

Michael L. Lazarus
Long Island Auto Group

Russell Sacco
United Cerebral Palsy

Charles Carron
Laborer's Local 66

Michael Locorriere
State Bank of LI

Stephen Salhus
NYS Dept. of Labor

Angela Chewning
Dayton T. Brown, Inc.

John Lynch
Veterans Enterprise Transport

Joseph Sanseverino
SC Dept. of Comm. Dev.

Marge Coffey
South Shore Home Health

Thomas MacGilvray
S.C. Dept. of Health Services

Gordon L. Seaman, Jr.
Gordon L. Seaman Electrical

John J. Corrado
Suffolk Trans., Inc.

William Mannix
Town of Islip Eco. Dev.

Martha Soloway
Data Devices Corp.

Neil Cuomo
Quality Business, Inc.

Walter Markowitz
NS/LI Jewish/Southside Hosp.

Dr. Philip Stander
L. I. Business Institute

Janet DeMarzo
SC Dept. of Social Services

Juanita McCalvin
LI Dev. Disabilities Service

Brendan F. Sullivan
Estee Lauder Companies

Donald Fiore
IBEW Local 25

Martin Murphy
NYS Education, Title II

Bob Venero
Future Tech Enterprises

Adrian R. Fassett
Eco. Opp. Council of Suffolk

Benjamin Paulino
Official Offset Printing Corp.

Tricia Folliero
Bernard Hodes Group

Frank Pomata
Emrich Educational Mngt.

SUFFOLK COUNTY DEPARTMENT OF LABOR

LOCATIONS

HAUPPAUGE

**Suffolk County One-Stop
Employment Center
725 Veterans Memorial Highway
Hauppauge, 11788-4347
631-853-6666**

**Suffolk Works Employment Program
395 Oser Avenue
Hauppauge, 11788**

RIVERHEAD

**Riverhead One-Stop
134 East Main Street
Riverhead, 11901
631-852-3577**

ON THE JOB

Now you know that finding a job is a full-time job in and of itself. Done correctly and patiently, it often results in success. But remember, it doesn't stop there.

Once you have secured employment, you should constantly be aware of your individual goals and career objectives. You should be thinking about where you want to go in your life and how you can get there. Realizing those goals begins on the job.

A sound working relationship between you and your employer must be built and maintained. And that requires hard work.

Obtaining the position you sought required a specific set of rules as outlined in this handbook. Keeping that job also requires certain standards and a great deal of common sense.

Use this booklet throughout your working life. Even after you land that special job, the techniques you have learned here can still be of use.



a message from the county executive

Finding a job is hard work. It demands many hours of preparation and practice. It is a job in itself. Think of it as selling a product-and that product is you.

The Job Seeker's Handbook will help you present a better product to employers. It will tell you what you have to do to get hired and stay employed.

Inside, you'll find practical advice on things like writing a resume, making a telephone call to a prospective employer and preparing for an interview.

Remember, you are not alone. The Suffolk County One-Stop Employment Center can help with all your job search needs and produced this handbook with you in mind.

The guidelines found in this handbook can play a pivotal role in landing the job you desire. Learn these guidelines, and you could be on your way to a successful career. Good luck.

Steve Levy
Suffolk County Executive



a message from the commissioner

The responsibility of the Suffolk County Department of Labor does not stop with the production of this book. We function as a full service employment agency, providing direct referrals to jobs, placement into on-the-job training programs, individual career counseling and resume preparation.

Our One-Stop Employment Center showcases the newest trends in self-directed job search and one-stop career offices that possess phone and fax banks, computer support and Internet access.

Depending on your eligibility, you can avail yourself of any or all of these services, and at no cost to you. The Department of Labor receives funds from the federal government and the state to run programs specifically for dislocated workers, displaced homemakers, welfare recipients, veterans and many other unemployed and disadvantaged individuals of Suffolk County. We do everything in our power to help those who want a job to find a job.

The Job Seeker's Handbook is one of your first steps back to employment. The Employment Center is another. Use the methods, techniques and suggestions discussed here to land that special job. You hold the key to your own success.

Robert W. Dow, Jr.
Commissioner of Labor

TIPS ON KEEPING THE JOB

Work carefully and competently

Manage your time well

*Come to work on the days
you are scheduled and be on time*

*Learn from each job experience
even if the task seems unimportant*

Learn to listen - ask questions

*Follow company procedures
for getting things done*

Show a positive attitude towards your job

Take care of your personal appearance

Get along with your co-workers

Volunteer for extra assignments

Meet deadlines for required work

Respect company property

Be discreet

*Do not discuss confidential matters
or salary with co-workers or outsiders*

IF THE ANSWER IS “NO”

If the answer is “no” don’t take it personally. Most job seekers should be prepared to hear “no” more often than “yes”.

Do not become discouraged and don’t give up. Learn from the rejections.



Practice interviewing with your family and friends until you are comfortable with the process. Use past experience to try to anticipate what a prospective employer might ask. Each interview increases your job search skills and your confidence for the next time.

IF THE ANSWER IS “YES”

Congratulations. Getting the job is what you have been working toward but, keeping it can be just as tough. The first few weeks of a new job will be a challenge.



New employees are often the workers most closely scrutinized and are routinely subjected to a probationary period. Be on your best behavior and follow company policy faithfully.

If possible, resolve personal business on lunch and break periods and avoid making unauthorized phone calls. Discourage your relatives and friends from calling you at work. Arrive to work early to show your motivation level.

There will be many new duties and skills to learn. Ask questions. It shows your willingness to learn and your desire to do well in the job. Even if this job is not your “dream job”, remember that you are earning an income and adding to your work history.

Utilize personal time and days off to apply for better jobs. Since you are under less financial pressure you can be more selective in finding the job of your choice.

SUFFOLK COUNTY ONE-STOP EMPLOYMENT CENTER

JOB SEEKER’S HANDBOOK

Contents

A Message from the County Executive

A Message from the Commissioner

The Resume	1
Job Search Methods	6
The Job Interview	9
Sample Questions	17
Quick Don’ts	18
& Do’s	19
Interview Prep Guide	20
Job Seekers Log	21
Interview Checklist	22
If The Answer Is No/Yes	23
Tips On Keeping the Job	24
On-The-Job	25

THE RESUME

The resume is the first step in your search for a job. It is a catalog of what you have to offer a particular employer for a particular type of job. It can also serve to present your qualifications to several prospects.



Its purpose is to organize relevant facts about you into a written presentation and should contain brief but sufficient information to tell a prospective employer.

**What you can do.*

**What you have done.*

**What you have accomplished.*

**What you know.*

**What kind of job you would like.*

Your resume will accomplish several objectives:

1. **Serve as an introduction.**
2. **Save time for both employer and applicant.**
3. **Focus and improve your interview.**
4. **Act as a “script” for the interview.**
5. **Provide the employer with a visual reminder of what you covered verbally during the interview.**

Having all the facts at your fingertips will help avoid overselling yourself or understating your accomplishments and qualifications. All proper resumes contain the following information. Be sure to include it when developing yours.

INTERVIEW CHECKLIST

___ Positive Attitude - have I got it together?

___ Clothing - neat and appropriate for the interview? (Shoes Shined?)

___ Ample time allowed to get there.

___ Resume/Application.

___ Purse, keys, money, license, wallet, Social Security card and other identification.

___ Touch-up makeup, comb, brush, etc.

___ Hygiene OK? (Nails Clean?)

___ Hair style OK? (Hair Combed?)

___ Makeup OK?

****Remember***

Use only positive attributes when discussing your qualifications for the job.

JOB SEEKERS LOG

 _____ Date/Phone
 _____ Company/Address

 _____ Contact Person
 _____ Comments

 _____ Date/Phone
 _____ Company/Address

 _____ Contact Person
 _____ Comments

 _____ Date/Phone
 _____ Company/Address

 _____ Contact Person
 _____ Comments

NAME

ADDRESS

PHONE (*Yours or a number where you can be reached*)

TIP

Include your e-mail, cell, beeper, pager and fax number. Make it easy and convenient for resume reader to contact you.

WORK EXPERIENCE

Name of company, address, including zip code, start and termination dates of job.

Brief description of duties.

TIP

Use action words when describing job duties and activities. Done by adding the suffix -ed to almost any verb. See examples.

EXAMPLES:

accomplished	created	improved	performed
analyzed	delivered	increased	planned
assisted	developed	installed	prepared
completed	directed	maintained	processed
computed	distributed	managed	served
conducted	established	organized	serviced
constructed	evaluated	originated	supervised
coordinated	examined	operated	trained

RESUME *continued*

EDUCATION

College, City, State, Degree, Major Course of Study.

High School Diploma (or equivalent) if it applies to applicant.

Business School / Training.

Post college courses or advanced degree (specify type of courses, school, year of graduation if applicable and major course of study).

MILITARY SERVICE

Branch, type of discharge.

A Note About References

References should be on a separate sheet of paper and delivered to an employer only by request. Use no more than five names with addresses and phone numbers. Let the references know you are using their names.

TIP

The Dictionary of Occupational Job Titles is available at local libraries and on the Internet. It includes standardized and comprehensive descriptions of job duties and related information for over 20,000 occupations.



--INTERVIEW PREP GUIDE--

A handy reference for filling out job applications and preparing for interviews.

EMPLOYERS/ADDRESSES

DATES WORKED

JOB DUTIES

EDUCATION

VOCATIONAL COURSES

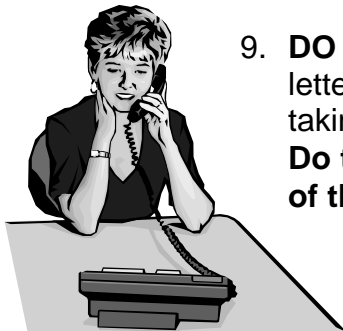
CERTIFICATES / LICENSES

SKILLS / INTERESTS

REFERENCES

... AND DO'S

1. **DO** look the interviewer in the eye. Recruiters place a lot of emphasis on eye contact.
2. **DO** smile.
3. **DO** make sure you get the interviewer's name right and use it during the interview.
4. **DO** bring a resume or work history that you can present to an employer.
5. **DO** demonstrate an interest in the company. Know something about the company before the interview.
6. **DO** prepare questions in advance. For example, "What will a typical day be like?" "What are my opportunities for advancement?"
7. **DO** be enthusiastic and positive during the interview.
8. **DO** know the outcome of the interview before you leave. When will the employer let you know if you are hired?
9. **DO** contact the employer by letter or phone and thank him for taking the time to interview you.
Do this within one or two days of the interview.



The basic style resume outlines your education, work history, and job responsibilities starting with your most recent job experience and working backwards in chronological order. Remember to start your resume with your name, address and phone number.

CHRONOLOGICAL RESUME

SUMMARY

Over fifteen years experience in the building material field, specializing in customer and contractor sales. Extensive background in counter and phone sales.

EXPERIENCE

Select Building Supply, Lindenhurst, NY 2000 - 2004
Sales/Customer Service

- Implemented customer service program which resulted in higher customer satisfaction and increased sales.

N.Y. Building Products, Hauppauge, NY 1999 - 2000
Customer Service

- Serviced customers by phone and in person.
- Handled all invoicing and cash deposits.
- Arranged for shipments of orders to contractors.

Master Millwork, Inc., Deer Park, NY 1987 - 1999
Assistant Manager

- Supervised activities of sales staff.
- Organized marketing campaign which increased sales through purchase of superior product.
- Technical support to sales staff which increased product knowledge.
- Reorganized inventory control system

Alco Sales Company, Farmingdale, NY 1982 - 1987
Assistant Manager

- Managed and coordinated all shipping and receiving operations as well as all bookkeeping functions.
- Streamlined operations, expedited deliveries and improved handling of customer complaints thereby increasing sales.

EDUCATION

SUNY at Farmingdale, Farmingdale, NY
Concentration in Accounting

FUNCTIONAL RESUME

SUMMARY

Eight years of business experience with emphasis on administration. Demonstrated ability in the area of customer service and customer relations. Proven reputation for professionalism, expertise and organization. Excellent communication skills, both written and verbal. Dedicated to the highest quality of performance.

EXPERIENCE

Management

- Trained, motivated and directed a staff of eight persons.
- Developed and implemented policies and standards of quality.
- Purchased all material, maintained targeted food costs.

Administration

- Oversaw all facets of record keeping, involving banking, account receivables/payables.
- Managed bookkeeping and payroll function.

Customer Service

- Established a reputation for highly reliable and personal service.
- Fostered repeat business by consistently providing, quick, professional resolution to customer inquiries.
- Processed returned merchandise promptly to satisfy customer needs.

EMPLOYMENT

Cindy's Catering, Patchogue, NY 1998-Present

Manager

Responsible for all aspects of managing a catering facility. Planned, scheduled and implemented catered affairs.

Nature's Bounty, Bohemia, NY 1999-2000

Customer Service Representative

Processed customer orders. Provided sales support services.

Eye Vision Associates, Ronkonkoma, NY 1996-1998

Administrator

Coordinated all administration activities of an optometrist office.

EDUCATION

Dowling College, Oakdale, NY
Bachelor of Arts Degree

QUICK DON'TS...

1. **DON'T** be late. Plan to arrive 10 to 15 minutes early.
2. **DON'T** bring anyone with you to the interview.
3. **DON'T** wear outer clothes into an interview. Leave coat, boots, umbrella in the reception area.
4. **DON'T** sit down until you are asked.
5. **DON'T** smoke or chew gum during an interview.
6. **DON'T** keep your handbag on the interviewer's desk. Keep it on your lap or on the floor.
7. **DON'T** drum your fingers or crack your knuckles. Avoid nervous habits.
8. **DON'T** be a jokester. Be pleasant but keep the interview serious and formal.
9. **DON'T** give one or two word answers. The interviewer is trying to get to know you.
10. **DON'T** interrupt or dominate the conversation.
11. **DON'T** brag or overstate your qualifications, or lie. Employers often ask for proof of dates of employment, salary, etc.
12. **DON'T** criticize your present or past employers.
13. **DON'T** talk about salary until later in the hiring process. Sell your qualifications for the job, then talk salary.

SAMPLE QUESTIONS YOU WILL BE ASKED

Tell me something about yourself.

Tell me about your previous work experience.

How do you think your past work experience will help you in this job?

Why do you want to work for this company?

What do you want to be doing in five years?

What special skills do you have?

Why did you leave your last job?

Why are you making a career change?

What are your strengths and weaknesses?

SAMPLE QUESTIONS YOU CAN ASK

You may ask the following questions during an interview to get more information about the position. Keep in mind that the questions you ask should be ones that you need answers for, to help you make a decision about the job.

What qualifications do you feel are important for this position?

Is there anything else I can tell you about myself that will enable you to make a decision?

What will be the key challenges for someone in this position?

What types of projects am I likely to be involved in?

What are the company's short term and long term plans/goals?

Points you should cover with the interviewer

I have experience and skills to do the job.

I am flexible and can handle multiple tasks.

I can work alone or as part of a team.

I can get along with fellow employees.

I am eager for the challenge, highly motivated and desire the job.

JOB SEARCH METHODS

There are many methods of seeking employment. The most obvious of these is the classified Help Wanted section of the local newspaper and company website. Many hundreds of jobs are listed daily and should be pursued.

Other not so well known but highly successful methods involve cold calling employers directly from the phone book or visiting their worksites for lower salary or entry-level jobs. Although this technique requires practice, it can result in a job you want—not just one that is available.

Look through the Yellow Pages and find an industry or company you would like to work for. Visit or give a call and ask if they have an opening or know of someone in their field who does.

Direct contact is composed of two job search methods:

COLD CANVAS

Visit employer and apply for a job

Advantages

Effective use of time as it often leads to an immediate job interview.

No competition from other job seekers.

You will have access to jobs not available to other job seekers.

Opportunity to let employer see you and a copy of your resume/application, whether a job exists or not.

You might attract a potential employer with your background and create a position that might not have existed prior to the cold canvas.

COLD CALL

Calling a company that has not advertised a position

Advantages

Effective use of time. More companies can be called than visited in a single day.

Inexpensive. Telephone calls are less expensive than gas or carfare.

Access to unadvertised job.

**15% of new jobs are found as a result of direct contact methods.*

COLD CALL TECHNIQUES

Identify yourself

Briefly describe related work experience

Ask if similar position is available at company

If no job is available, ask if you can fill out an application

Set up an appointment at the interviewer's convenience

Obtain clear directions to company

Get name of contact person and name of interviewer

It is your responsibility to arrange for an interview. Do not terminate the phone call without an interview appointment.

INTERVIEW *continued*

If the employer seems to feel you are lacking in experience or skills, tell him/her you are eager to learn, are a quick learner, etc. Avoid such statements "How can I get experience if you won't hire me?"

Again, references. Be sure to mention only people who will speak well of you. Stay in constant communication with them throughout your job search.

You should have the opportunity to ask questions before the interview is concluded. Write out questions that indicate your interest level. Be clear. If you have no questions at the moment ask if you may phone for answers when you do.

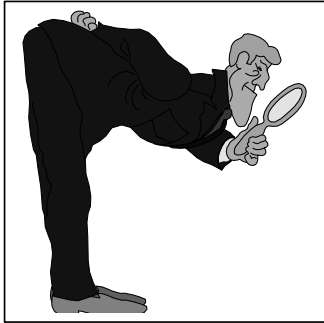


At the end of the interview, with a courteous handshake, thank the employer for his/her time and ask when you may expect a decision. Tell him/her you want the job! If you have not heard from him/her a few days later, call back. It is also helpful to send a follow-up letter thanking him/her for the interview and asking that your application be kept active. ***Send this letter within 36 hours of the interview.***

Stay in constant communication with the company until a decision is made. Immediately follow up on other leads, other job opportunities. An employer can afford to take his/her time about hiring decisions. Can you?

INTERVIEW *continued*

You do not have to mention that you were let go unless asked. If this does come up, deal with it as briefly as possible. Do not become involved in a long list of complaints about a previous job or employer. This only focuses more attention on the problem.



An employer may ask you about your goals. "What do you see yourself doing a few years from now?" This can eliminate you from consideration if you express goals and interests too far removed from what the company has to offer.

It helps if you have been able to find out something about the company in advance. What types of jobs are available here? What is the logical next step up from the job you are applying for?

Show your desire to advance without giving the impression you want to take over the interviewer's job or that you are likely to leave for advancement elsewhere. Let them know that you are willing to progress at a gradual pace within the company. Employers are looking for people who will stay with them.

Do not hesitate to ask if there will be regular performance and salary reviews and increases. This shows initiative without being overly pushy.

NETWORKING

Friends, relatives and acquaintances.

Advantages

Several people will be looking for a job for you.

Relatives and friends may know of job openings that are not advertised.

Personal contacts can give the employer useful information about your background as well as giving you some insight into the company.

** Over 70% of all jobs are obtained by networking.*

STATE & LOCAL EMPLOYMENT SERVICE OFFICES

New York State Department of Labor
Employment Services
(Check Blue Pages in back of phone book)

Suffolk County One-Stop Employment Center
(Listed on inside back cover of this book)

SCHOOL PLACEMENT OFFICES

ASSOCIATIONS & LOCAL ORGANIZATIONS

Advantages

If there is a trade union or association in the field you wish to enter, they could provide you with a list of companies employing workers in your field. If possible, try to attend meetings as a guest.

THE JOB INTERVIEW

Once your resume is complete and is neatly typed you are ready to embark on an interview. This is your chance to sell yourself in person to a prospective employer. The employer will be looking for a number of things such as: Can you do the job? What is your past experience? How do you conduct yourself? What is your education level? As long as you are prepared you should have no trouble interviewing for a position.

There are guidelines you must follow when setting up and participating in an interview. It is to your benefit to be aware of them and practice them.



PERSONAL APPEARANCE

What to Wear to a Job Interview

Conservative clothing is the safest choice - avoid extremes; appear neat and businesslike. Do not wear jeans, even designer jeans.

Don't wear sneakers. Never wear jogging suits or shirts with writing on them. Please remove caps or other headgear before the interview.

When applying for office or sales positions, a suit or sport jacket and tie is appropriate for men and a skirt, dress or dress pants for women are proper.

For blue collar positions, wear dress slacks and a conventional shirt (not a tee shirt), with a tie.



INTERVIEW *continued*

Every employer has a description of the job opening that is used as a reference point in the job interview. You can expect to be asked questions which will help the interviewer decide if **(1)**. *you can do the work that is needed*, and **(2)**. *if you will be an asset to the company*.

Nearly all employers believe that past job performance is the best predictor of future job performance. Interviewer questions are designed to find out what is the probability that you will succeed in a particular job.

Be friendly and maintain a positive attitude. The employer wants to know that you are someone who will get along well with coworkers and supervisors.

Remember that his/her first concern is the success of the company and conflicts among workers mean lost time and decreased efficiency.

Eye contact is very important. Do not stare fixedly, but do show an attitude of interest.

Do not discuss personal problems - child care, transportation, family situations, etc. The employer assumes you have solved these problems before applying and are ready to accept work. Don't present obstacles that can give him/her a reason not to hire you.

You may have been let go from a previous job, or left it under unpleasant circumstances, but include the job on the application because it is an important part of your work history. Omitting information may be grounds for future dismissal.



APPLICATION *continued*

Complete all parts of the application that apply to you. Be neat and thorough. In addition to your resume, this is your letter of introduction to an employer.

If the employer feels you have not taken the trouble to do this carefully, you will be starting your interview with an unfavorable impression that may be hard to overcome.



THE INTERVIEW

Show your interest by arriving 10-15 minutes before your scheduled interview. If you are unavoidably delayed - call the employer.



Go alone. Do not bring children, friends or relatives.

Note: if you and a friend apply together, the employer may feel uncomfortable hiring only one of you and decide to hire neither.

Answer questions fully and honestly. Stick to the point, do not ramble or introduce side issues. Do not dwell on your weaker points. Stress the things that you do well, your accomplishments and what makes you a valuable employee.

If asked about your transportation to work, know the bus route and times if you are using public transportation. If you are planning to ride with a friend have a backup plan in case of emergency (bus, taxi, other ride).

PERSONAL APPEARANCE *continued*

Do not wear work clothes under the assumption that you may be asked to start immediately. It is better to risk one day's pay than the entire job.

Show the employer that you care enough about the job to try to make an especially good impression! Interest, motivation and desire for the job are very important to a prospective boss!!



PERSONAL HYGIENE

Clothing is not the only thing an employer judges when meeting you for an interview. It is important to present the best package you can. Don't use too much perfume or after shave lotion and make sure your fingernails are clean and properly cut.

Your hair should be clean, neat and combed and it is recommended that you bathe and use a deodorant-antiperspirant before the interview.

Don't eat foods that will leave an odor on your breath before an interview. If you have bad breath, take a breath mint.

Don't drink alcoholic beverages before an interview.

INTERVIEW PREPARATION



Research the company

Preparation is the key to success. Learn as much as you can about the job for which you are being interviewed. Learn about the product or service the company manufactures, sells, or performs, company locations and key personnel.

Interviewers want to know specifically why you are interested in this job. The Internet is an invaluable research tool in today's labor market.

Be aware of your skills and abilities

Start with an honest evaluation of yourself and your skills. What are your present skills? What new skills do you want to learn on this job? What duties do you feel most comfortable with now? You should have the answers to all these questions.

Know about the field you hope to enter

Make a list of your past jobs and training (some of this information should be on your resume) to take with you to the interview. The listed information is like a short history of your background.

Have copies of your resume

Include on the list dates (month, day and year) that you worked and list your job duties in detail. Avoid vagueness. Think over your past jobs and be prepared to discuss duties that will relate to the job you are applying for. Try to highlight accomplishments that make you a good worker.

List all vocational courses you have taken in high school, college or adult education. Also list all special skills and talents you have. You may include hobbies.

INTERVIEW PREP *continued*

Have two or three personal references

Be prepared to give names of references - be sure that you know the full names, addresses and phone numbers of these people and that you have asked their permission to use them as references.

Date, time, directions and name of interviewer

Plan your route to the job interview - know how long it will take you to get there. It is best to arrive early because you may be asked to fill out an application before the interview.

Questions and answers

Think about the questions you may be asked and prepare answers. There are many standard questions asked at interviews--Why do you want to work here? Why should I hire you? What is your most negative trait?

THE APPLICATION

You may be asked to fill out an application while you wait to be interviewed. Follow the directions on the forms. Ask questions of the receptionist if you don't understand something.

Usually you list your last job first and first job last unless otherwise directed. Be sure to list all duties.

Check the work history list you have prepared in advance to make sure you have the correct dates and addresses.

Complete the parts of the application dealing with your education. Mention any vocational courses you may have taken, for example, Metal Shop, Typing, Auto Mechanics.

